



New Jersey Department of Children and Families Policy Manual

Manual:	CP&P	Child Protection and Permanency	Effective Date:
Volume:	II	Intake, Investigation and Response	
Chapter:	D	SPRU	1-28-2013
Subchapter:	2	SPRU Operations	
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Multi-County SPRU Intervention 1-28-2013

In matters requiring multi-county SPRU intervention, one SPRU operation takes the lead (generally the SPRU team from the county of supervision for open/active cases, or the county where the case will be opened for investigation/services).

The SPRU Supervisor from the lead SPRU operation coordinates the multi-county effort. Each SPRU Supervisor directs the activity of the SPRU Worker from his or her county of supervision. SPRU Supervisors from the responding SPRU teams consult throughout the intervention/investigation, to assure information is shared in a timely, ongoing basis, intervention is directed and focused, and children are safe.

Each SPRU Supervisor documents his or her consultations and directives given in his or her SPRU Supervisor Log (Template), CP&P Form [9-24](#).

Inter-County Jurisdictional Issues 1-28-2013

Responsibility for any necessary field intervention lies with the SPRU Worker in the county in which the child is physically located at the time of receipt of the CPS report or CWS referral information. Thus, if a child is located in a county other than the county of supervision and/or residency, SCR will refer the emergency to the SPRU Worker covering the county in which the child is located at present. This rule applies to abuse/neglect investigations, out-of-home placement disruptions, as well as other crisis situations. (Note: When a case situation necessitates decision making, case planning, service referral, etc. after hours which can be best handled by telephone, SCR may refer the case to the SPRU Worker covering the county of supervision.)

Full cooperation between SPRU staff and day staff from the county of supervision is expected and is often necessary to ensure that any

interim/emergency plans made by SPRU are in the best interests of the child and in accordance with the established plan for the case.

If placement of a child is necessary, or a child must change placements, SPRU staff from the county of supervision may assist with resource identification, and effectuating the emergency, after-hours placement.

See [CP&P-II-C-1-200](#), Office of Supervision.

Assignment to SPRU, County of Supervision 1-28-2013

The SPRU Supervisor may instruct SCR to seek assistance from the SPRU Worker from the county of supervision/residency, as necessary, in order to:

- Gather first-hand information regarding current, up-to-date, and prior case history;
- Request field contact with non-custodial parents, caregivers, family members, or others residing in that county;
- Identify local resources, substitute care, or other service providers;
- Ascertain whether a back-up plan is in place should the placement falter;
- Coordinate transportation of children between jurisdictions;
- Advise the Local Office of the report or referral and of any action taken.

Refer any jurisdictional questions or inter-county SPRU Worker disagreements during non-business hours to the respective SPRU Supervisors for prompt resolution.

SCR Responsibilities in Jurisdictional Issues 1-28-2013

In these situations, SCR is responsible for:

- Complying with directions provided by the SPRU Supervisor of the lead SPRU operation, if applicable;
- Coordinating the assignment between SPRU units;
- Documenting case assignments in NJ SPIRIT, indicating the assigned SPRU Unit, name of the SPRU Worker, Local Office, and the time the case was assigned to SPRU. Indicating "Primary" and "Secondary" assignments, when applicable.

Responding SPRU Unit Responsibilities 1-28-2013

The responding SPRU Worker completes field/telephone work to stabilize the crisis, assure child safety, and service the needs of the child in his or her county of service, as necessary.

The SPRU Worker is responsible for documenting his or her response electronically. The SPRU Worker documents his or her report in a format that can be copied and pasted into the NJ SPIRIT application, and subsequently approved in NJS.

Responsibilities of the Local Office of Supervision **1-28-2013**

If a dual county SPRU response was initiated, the SPRU Worker from the county of supervision/residency completes his or her own SPRU response report, and submits it via NJS to the Local Office Intake Liaison, with a copy to the SPRU Coordinator. The Office Intake Liaison forwards the assignment electronically through NJS to the Supervisor of the assigned Worker (for an active case) or to the Intake Unit/Supervisor.

The assigned Supervisor or Intake Supervisor obtains both/all SPRU Worker reports. He or she seeks needed information/clarifies facts from all responding SPRU staff, as necessary. Information learned is shared with the assigned Worker/Intake Worker. SPRU Supervisor Logs, CP&P Form [9-24](#), completed by each involved SPRU Supervisor, are obtained, reviewed, and saved in the electronic case record housed in NJS.

The assigned Worker from the LO of supervision is responsible for:

- Completing the investigation, if necessary;
- Completing, or following up on, the child safety assessment, including initiating steps necessary to enforce the Child Safety Protection Plan, if developed by SPRU. See [CP&P-IV-A-2-400](#), Assessing Safety After Hours, and [CP&P-III-B-6-600](#), Child Safety Assessment (In-Home);
- Completing the Investigation Summary, DCF Form [2-1](#), in NJS, including a determination of findings of the investigation;
- Writing and sending the finding notification letter(s), see III S 1101.3, Finding Notification Letters;
- Completing the CWS Assessment, DCF Form [3-1](#), for non-protective service referrals assigned to SPRU; and
- Conducting all subsequent field work, follow up, and data entry in NJS, as needed.